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Office of Personnel Services and Benefits

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June 5, 2003

MEMORANDUM

TO: Personnel Directors

FROM: Andrea M. Fulton
Executive Director, Office of Personnel Services and Benefits

SUBJECT: Leave Accrual – Leave Donation Programs

Some questions came up at the April Agency Personnel Management Group (APMG) meeting regarding my memo dated March 10, 2003. This memo instructed agencies to begin allowing all State employees using leave from the State Employees' Leave Bank or the State Employees' Leave Donation Program to **accrue** sick and annual leave during their period of absenteeism. Additionally, the memo explained that when an employee has exhausted all accrued leave (sick, annual, personal and compensatory) and requests leave from fellow employees, the department must subtract the amount of sick and annual leave that the employee would earn during this period of absenteeism from the amount of leave donated by fellow employees. Finally, the memo stated that the same procedure would be executed for requests for leave from the Leave Bank.

Effective today, an employee that is currently receiving leave from the leave donation program falls under the above methodology. Also, any employee who receives leave from a leave bank program, in the future, must follow this same procedure.

We do understand that this procedural change will make it more difficult to administer these programs. If there are any further questions concerning this matter, please feel free to contact me at 410-767-4715.

cc: Cecilia Januszkiewicz
Kris Hoffman
OPSB Directors